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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING

Wednesday, 20 February 1957

Present: C/MS - Chairman Dr. Tietjen
 DC/MS - Voting Member Dr.
 C/PD - Voting Member Dr.
 C/PCD - Voting Member Dr.
 C/TSD - Voting Member Dr.
 Personnel Placement Officer Miss
 Personnel Placement Officer Mr.
 AC/ASD - Acting Executive Secretary Mr.
 Secretary to C/MS - Recording Secretary Miss

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1. Minutes of Previous Meeting

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C/PCD requested the Minutes of the Medical Staff Career Service Board Meeting of 13 February 1957 be amended to indicate the Training Evaluation Report reviewed for [] GS-13, Medical Officer, was for his participation in the IOC rather than the Operations Support Course.

2. Modifications of the Medical Staff Career Service Board Activities

The Acting Executive Secretary presented the attached memorandum containing his proposals for changing the procedures of the Medical Staff Career Service Board Meetings. The Board Members unanimously approved these recommendations as presented.

3. Assignments

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a. [] Medical Technician, GS-9. The Acting Executive Secretary informed the Members that a replacement for this position is required by 22 April 1957 and named the following as eligible candidates:

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r., GS-8, Medical Technician
 -9, Medical Technician
 GS-8, Medical Technician
 GS-9, Instructor, Medical Technician (Fields)
 GS-9, Medical Technician
 GS-9, Medical Technician (Supply)

All of the above individuals were queried regarding this assignment and the following have stated their willingness to accept the position: Messrs [] The Acting Executive Secretary also stated that [] GS-6, Medical Technician, was previously considered for this position but was withdrawn from consideration for additional technical training before being assigned overseas. The Members

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nominated [] for this position provided a well-qualified replacement is named for him at [] This matter will be placed on the Agenda for a Meeting in the near future.

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b. [] Medical Technician (Supply), GS-9. The Acting Executive Secretary stated the following individuals have been queried regarding this position:

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[] GS-9, Medical Technician (Supply)
[] GS-9, Instructor, Medical Technician (Fields)

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Mr. [] had stated his desire to accept this position but Mr. [] 25X1 had declined because of personal circumstances and also because he did not feel that this assignment would further his career. C/MS asked that 25X1 [] GS-9, Medical Technician, also be considered eligible for this position. The Board named Mr. [] as a candidate and the 25X1 Acting Executive Secretary will so inform him requesting that if he still does not wish to accept the assignment that he report his reasons in writing to the Chairman.

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c. [] Medical Technician, GS-9. The Acting Executive Secretary informed the Members that [] GS-6, Medical Technician, has been nominated to this position. Since Mr. [] is currently on TDY at 25X1 [] he will be informed of this action by cable and opportunity will be provided for him to submit his views regarding the assignment by cable.

4. Technician Procurement

The Acting Executive Secretary asked the Board to advise him on the problem of recruitment of medical technicians inasmuch as the ratio of disqualifications is exceedingly high for this type of personnel.

DC/MS recommended the Medical Staff seek authority to process technicians in a similar fashion as the procedure now utilized in the procurement of physicians; namely, having them report to Headquarters at Agency expense for pre-employment examination, interview, and polygraph. The Board voted to adopt this procedure and the Acting Executive Secretary was requested to investigate the matter with the Office of Personnel. However, the Personnel Placement Officer did not believe such investigation would be necessary and recommended the first case be processed in a routine manner and, if objections are voiced, then a formal authorization can be requested.

C/PCD presented a status report of his committee formed to investigate screening techniques devised, not only to determine technical qualifications, but also personality traits and adjustment factors.

The sources of procurement were discussed. Through experience, the Acting Executive Secretary stated, the best source has been through the

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Navy, specifically the discharged enlisted personnel with hospital training and experience. The Medical Staff Personnel Officer, on his recruitment trips, has used the facilities of the U. S. Employment Service. The following additional sources were suggested by the Members: graduating classes of technical schools, advertisements placed in technical journals, and alumni physicians who may know of technicians seeking this type of employment. The recruitment of male nurses was also discussed but it was agreed that, in the past, this source has not proven successful.

The rate of pay for the technicians was also discussed and it was agreed that, while the starting salary would seem to compare favorably with other Government agencies, investigation should be made as to the possibility of increasing the starting salary.

The Acting Executive Secretary thanked the Members for their helpful suggestions and will inform the Board of any problems encountered by the Personnel Officer during his forthcoming recruitment trip.

5. Miscellaneous

C/PCD informed the Board that the Office of Training had devised a 4-week course to be used in the training of our short-term physicians.

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/PD
- 1 - C/PCD
- 1 - C/TSD
- 1 - C/ASD

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18 February 1957

MEMORANDUM FOR: Chief, Medical Staff ✓
Deputy Chief, Medical Staff
Chief, Program Coordination Division
Chief, Psychiatric Division
Chief, Technical Services Division

SUBJECT : Recommendations - Medical Staff Career Service
Board Activities

1. At the direction of the Chairman of the Medical Staff Career Service Board (MSCSB) a study concerning the types of actions considered in the past by the Career Service Board has been conducted and the following recommendations are offered for consideration.

2. Recommendations:

Inasmuch as the membership of the MSCSB is constituted by the most senior personnel in the Medical Staff, it is felt that certain types of actions should not require agenda status.

a. It is recommended that the below types of actions be noted by the members of the MSCSB via an information sheet attached to the MSCSB agendas.

- (1) Favorable Fitness Reports
- (2) Favorable Training Evaluations
- (3) Periodic Step Increases
- (4) Assignment of clerical personnel below GS-6.

Any voting member of the MSCSB may call for agenda status of any of the above-noted items.

b. It is recommended that the types of items listed below be reviewed as agenda items by the Board and specific recommendations formulated for use by the Chief, Medical Staff.

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SUBJECT: Recommendations MSCSB Activities

- (1) Unfavorable Fitness Reports
- (2) Unfavorable Training Evaluations
- (3) Assignments (with the exception of para a (4) above)
- (4) Promotions
- (5) Pertinent Agency Regulations
- (6) Medical Staff Personnel policies
- (7) Technicians' Panel Comments and/or Reports
- (8) Career Staff Applications
- (9) Other items as necessary.

c. Any member of the Medical Staff may suggest items for the MSCSB agendas.

d. It is recommended that adoption of the above modifications for MSCSB actions be made.



Acting Executive Secretary
Medical Staff Career Service Board

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